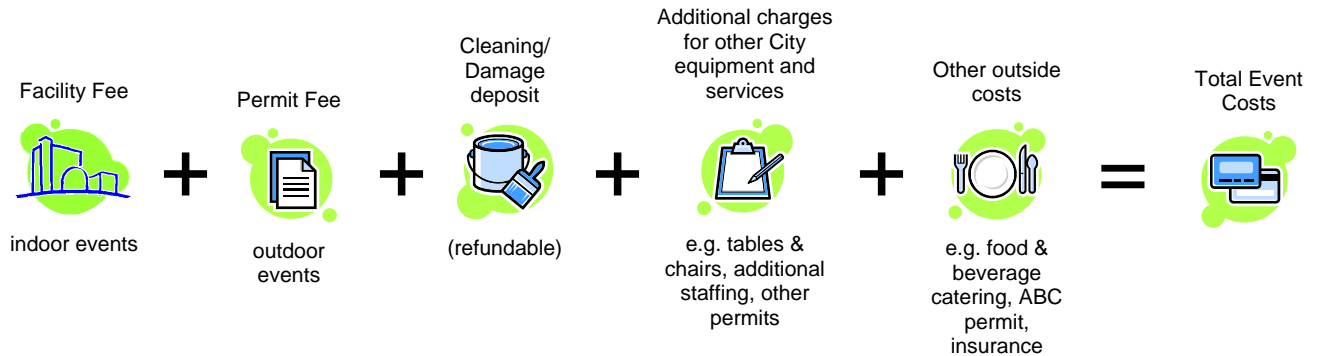


RESERVATION RATES AND CITY SERVICE FEES

How much will it cost to hold an event at City Hall?



Indoor Events

	Non-profit & Government	Other Users (Business, Individuals)
Committee Room W-118, W-119, or W-120	No charge M – F 8 am – 10 pm	No charge M – F 8 am – 10 pm
	\$75/hour Weekends & Holidays 8 am – 10 pm	\$150/hour Weekends & Holidays 8 am – 10 pm
Council Chambers	\$90/hour	\$180/hour
Rotunda	\$ 800/event \$ 150/hour	\$1,500/event \$ 300/hour
Rotunda Mezzanine	\$ 325/event \$ 65/hour	\$ 650/event \$ 130/hour
% of Gross Admission Receipts	5%	10%
Catering Pantry	\$ 25/hr	\$ 50/hr

The use fees shown are hourly rates with the exception of the Rotunda and Rotunda Mezzanine.

You have the option to pay use fees for the Rotunda and Rotunda Mezzanine on a per hour or per event basis. An event is considered a reservation for up to eight (8) hours.

The minimum reservation period is two hours Monday through Friday and four hours on weekends and Holidays.

Time for all unloading, set-up and clean-up must be included in your reservation.

A complete service cost estimate will be developed based on a completed use application and final event plan.

A charge equal to two times the normal rate for each hour or a fraction thereof will be applied for exceeding the maximum approved reservation period.

Cleaning/Damage Deposit

Committee Room	\$100
Council Chambers	\$250
Rotunda	\$500
Rotunda Mezzanine	\$100
Limited Outdoor event	\$250
Outdoor Event	\$1,000

The cleaning/damage deposit will be refunded if the area is not damaged, and left in as good as or better condition as existed prior to the event. Otherwise, the user will be charged the City's actual cost for cleaning, repair or both which may exceed the amount of the cleaning/damage deposit

Cancellation Charges

More than 60 days	\$10
30 to 60 days	50% estimated charges
Within 30 days	100% estimated charges

Users who change (date, time, use, room set-up, etc.) a reservation are subject to a \$10 fee.

Outdoor Events

	Fee
Limited Outdoor Event	\$ 125/day
Outdoor Event – Plaza	\$ 500/day
Outdoor Event – Bamboo Courtyard	\$ 500/day
Outdoor Event – Multiple-Day for each additional permit day	\$ 250/day

Outdoor Event – A City Hall Plaza Event which involves any of the following: cooking, preparation, serving, sale or distribution of food or beverages; the sale or distribution of commercial merchandise; the erection of a stage, barricades, or generators; the use of six (6) or more tables or booths (or a combination thereof); the use of 20 or more chairs; the placement or use of other equipment or temporary structures on the Plaza; driving or placing vehicles on the Plaza; or if public access to the event is limited such as by invitation or by requiring payment as a condition to entry.

Limited Outdoor Event – A City Hall Plaza Event if all of the following apply: no food or beverages are cooked, prepared or served; no sale or distribution of food, beverages, goods or other commercial merchandise occurs, whether for compensation or free of charge; at least one (1) but no more than five (5) booths or tables are used (or a combination thereof); up to but no more than 19 chairs are used; no stage, barricades or other temporary structures are used or placed on the Plaza; no vehicles are driven or placed on any area of the Plaza; no other equipment is used other than a hand carried microphone/loudspeaker; the event is open to the public at no charge, and lasts for no longer than one day.

Sample of Other Charges and Fees

Chairs (includes set-up)	\$3.00 per chair
Tables (includes set-up)	
30" x 72"	\$8.00 per table
60" Round	\$9.00 per table
Committee Meeting Room Reconfiguration	\$80.00 per set-up
Lectern	\$45.00 per lectern
Stage (4'x8' sections/up to 24'x32')	\$16.00 per section
PA System	\$250.00 per use
Clean-up or damage charge	Amount of actual cost
Returned checks	Current established City fee
Sale of Alcohol	
San Jose Police Department Authorization	\$103.00
ABC Permit	\$15.00-\$30.00 per booth, per day
Street Closure Permit	\$177.00
Parade Floats	\$309.00 per permit
Carnivals and Fairs	\$174.00 per permit
Police Officers and/or Secondary Employment Officers	Amount of actual cost
Tow Zone Permit	\$25.00
Street banner Installation/removal	\$38.00 each
Fireworks, Pyrotechnical Special Effects material	\$440.00
Tents, Canopies & Temporary Membrane Structures	\$440.00
Candles and Open Flames	\$309.00
Reimbursement for direct, identified costs incurred by City	Amount of actual cost